

## ROUTING AND TRANSMITTAL SLIP

Date 14 APR 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DDA	RM	15-4
2.	ADDA		15 APR 1986
3.	DDA	A	16 APR 1986
4.	DDA/PLANS	MB	4/15
5.	DDA/cms * <i>Kah</i>	<i>sc</i>	4/12/86

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

## REMARKS

6. DDA REG.

1-6

CC: EACH DA  
OFFICE DIRECTOR > done  
4/15/86

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FROM: (Name, org. symbol, Agency/Post)

ER

Room No. Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GPO: 1983 O - 381-525 (232)

Executive Registry	
86-	1585

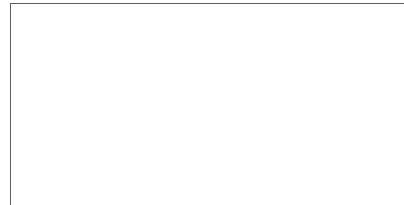
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14 April 1986



MEMORANDUM FOR: Chairman, DCI MAG  
FROM: Executive Secretary  
SUBJECT: DCI MAG Charter

Attached you will find the revised/updated DCI MAG Charter as  
approved by the Executive Director on 11 April 1986.



STAT

cc: Executive Officer, DDA

Attachment:  
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

## DCI Management Advisory Group

### CHARTER

#### 1. PURPOSE:

The DCI Management Advisory Group (DCI MAG) is to:

- Enhance communication between Agency employees and senior management;
- Assist management by identifying, commenting on, and offering recommendations on Agency issues and problems;
- Provide opportunities for mid-grade officers to broaden their understanding of and have first-hand involvement with Agency-wide functions and dynamics.

#### 2. RESPONSIBILITY:

In fulfilling these purposes, the DCI MAG has the responsibility to:

- Receive from its members or any employee suggestions for areas of possible consideration by the Group;
- Establish an agenda for its activities;
- Request information and presentations from Agency components;
- Task its membership in support of its activities;
- Maintain communication with directorates, components, and Agency employees;
- Inform senior management of the DCI MAG's activities and the results of their deliberations.

#### 3. MEMBERSHIP:

- Composition: Three representatives shall be appointed from each directorate, and two members from the DCI Area. An additional (non-voting) member from the DCI Secretarial/Clerical MAG will be included as an ex officio member.
- Terms: Members shall serve 1 year terms and may be reappointed.
- Officers: The MAG shall select one member to serve as Chairman and one to serve as Vice Chairman.

#### 4. SELECTION OF MEMBERS:

- Appointments: Each directorate and the DCI Area shall appoint their representatives and notify the Chairman of the DCI MAG through the DCI's Executive Secretary of these appointments.

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- Guidelines: In making these appointments, directorates should consider the following guidelines for selecting their representatives:
  - within Grades 12-15;
  - within employee Categories I or II;
  - available to serve at least a one-year tour;
  - available to attend meetings and participate in the activities of the DCI MAG.

5. MODE OF OPERATION:

In the conduct of its activities, the DCI MAG:

- Shall hold regularly scheduled meetings, at least monthly, and specially called meetings as needed;
- Shall keep a record of its meetings, with responsibility for drafting minutes rotated among the members;
- May adopt format or requirements as it deems appropriate for presenting items for its consideration;
- Shall assure the security and confidentiality of all information to which it has access;
- Shall work closely with its designated advisor, who may attend all meetings and will receive minutes of the meetings and periodic information on the Group's activities as requested;
- Shall employ appropriate mechanisms for communicating with management and employees (these may include periodic bulletins or newsletters, bulletin board announcements, seminars, or other such methods).

The Advisor to the DCI MAG (the DCI's Executive Secretary) shall communicate with senior management for assistance in securing member appointments and assist the MAG on other matters as requested.

Reviewed by:

STAT

Executive Secretary

Approved by:

STAT

Executive Director

11 April 1986